



THE CHAMPLIN FOUNDATIONS

December 19, 2002

Division of Library & Information Services
Department of Administration
One Capitol Hill
Providence, RI 02908

Dear Sir/Madam:

We hope this letter will make the Champlin Foundations' policy clear with respect to requests for funds to purchase books and other collection materials.

At times in the past we made unsolicited grants to all libraries to augment their collections beyond what regular budgets allowed. We also made grants for collection materials in response to specific requests from individual libraries. It was never our intention that these grants would be in lieu of amounts which should be provided by municipalities, the state or library endowments and other sources of funds for operating expenses.

In 2002, an unusual number of requests were received for collection materials totaling \$484,285. In some cases, these were for very substantial portions, if not all, of the collection budgets for the respective libraries. Some libraries did not include any amounts for collection materials in their municipal budget requests. We did not fund any of these requests, partly because we had less money to give and more worthy requests than usual, but principally because we wanted to adhere to our long standing guideline of not funding operating expenses. It is our position that regular book budgets are in fact part of operating expenses for any library.

Our policy is that libraries should include adequate amounts for collection materials in their budget requests to municipalities. Champlin may consider requests for books that are above and beyond the normal budget amounts such as special research materials, unusual or rare books, and major collection additions or improvements.

Let us know if you have any questions or comments.

Yours truly,

John Gorham
Chairman

JG/dms